

Job Title: Accountant – Real Estate
Reports To: Finance Manager / CFO
Location: Port Moresby, Papua New Guinea

Job Purpose:

The Accountant will be responsible for managing the day-to-day accounting functions of the real estate business, including financial reporting, property income and expense accounting, and compliance. This role requires experience in real estate accounting practices and a sound understanding of property management, project costing, and sales accounting.

Key Responsibilities:

- 1. General Accounting & Bookkeeping**
 - Maintain accurate and up-to-date financial records for real estate transactions.
 - Record property-related income (rental, sales) and expenses (maintenance, commissions, utilities, etc.).
 - Process accounts payable and receivable related to real estate activities.
- 2. Property & Project Accounting**
 - Manage accounting for multiple properties or real estate projects.
 - Track and report on project costs, capital expenditures, and budgets.
 - Reconcile project and property accounts, including deposits, retentions, and advances.
- 3. Revenue & Lease Management**
 - Monitor lease agreements, rent schedules, and billing cycles.
 - Prepare tenant statements, issue invoices, and follow up on receivables.
 - Account for lease incentives, bond deposits, and rental escalations.
- 4. Financial Reporting**
 - Prepare monthly and quarterly financial statements and property performance reports.
 - Support budgeting and forecasting processes for property developments and rental portfolios.
 - Provide analysis of financial performance and profitability of real estate assets.
- 5. Taxation & Compliance**
 - Ensure compliance with local tax laws and filing of GST/VAT and income tax returns.
 - Maintain records required for property tax assessments and audits.
 - Liaise with auditors and regulatory bodies as needed.
- 6. Banking & Treasury**
 - Manage cash flow, bank reconciliations, and loan schedules for real estate finance.
 - Track interest, loan repayments, and financing arrangements for real estate projects.

7. System & Process Improvement

- Assist with implementation and improvement of property accounting systems.
- Ensure accounting policies and procedures specific to real estate are followed.

Key Performance Indicators (KPIs):

- Timeliness and accuracy of monthly financial reports
- Accuracy of rental and property-related billing
- On-time reconciliation of bank, project, and tenant accounts
- Compliance with tax and regulatory reporting deadlines
- Effective tracking of project costs vs budgets
- Reduction in receivables aging for rent and sales income

Qualifications & Experience:

- Bachelor's Degree in Accounting, Finance, or related field
- CPA, CA, or equivalent certification is an advantage but not required
- Minimum 3–5 years of accounting experience, with at least 2 years in the real estate industry
- Knowledge of real estate accounting standards and practices
- Experience with accounting and property management systems
- Strong Excel and financial analysis skills
- High attention to detail and strong organizational skills
- Ability to work independently and as part of a team
